



HAWAI'I STATE SENATE
State Capitol – Honolulu, Hawai'i

Interested in public service, working closely with elected officials and the public, and learning more about the legislative process? Excel in a fast-paced and deadline driven working environment? Consider applying for a position with the Hawai'i State Senate for the 2015 legislative session! We are currently accepting applications for the following full-time temporary (4-6 months) position beginning in December 2014 or January 2015:

LEGISLATIVE ASSISTANT: Strong organizational and communication skills to support general office operations which may include answering telephones, managing e-mail accounts, maintenance of paper and electronic files, responding to constituent requests, and drafting content for web pages and newsletters. Prior experience in an office environment preferred. Proficiency in Microsoft Office programs required. Bachelor's degree desirable. **Ref#15-02**

To apply, please email cover letter (with Ref#) and resume to:
sclerk2@capitol.hawaii.gov

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